



City of Asheville, NC

Finance Department

Minutes

Finance Committee
2:00 p.m., September 13, 2011
HR Training Room, 6th Floor, City Hall

Present: Committee: Councilman Bill Russell (Chair), Councilman Cecil Bothwell, Councilwoman, Councilwoman Esther Manheimer

Staff: Lauren Bradley, Ken Putnam, Tony McDowell, Cheryl Heywood, John Sanchez, Pat Liguori, Amy Patterson

Guests: Representatives from Earthshare, Inc.

- Approval of 8/30/11 Minutes
 - The minutes of the 8/30 meeting were approved by the committee.
- Review of Community Media Development RFP Award
 - Ms. Bradley told the committee that the consensus of the review panel was that the quality of the submissions fell far below expectations and that none of the submissions captured all of the components included in the RFP. The panel recommended two options for finance committee consideration:
 1. Conclude the process without making an award
 2. Invite the organizations that submitted the two highest scoring proposals to make presentations to the evaluation panel.
 - The committee opted for option #2 and after hearing the presentations of the top two proposals, the review panel will make a recommendation to full council for consideration.
- Annual Audit Update and Policy Questions
 - Ms. Bradley told the committee that staff is working through the PBC (prepared by client) list to obtain a final trial balance. Ms. Bradley said that the audit is moving along on schedule. Brian Broom, Director from our auditing firm, Dixon, Hughes, Goodman will give the committee an audit update at the next finance committee meeting on 9/28.

- Updated City of Asheville Finance Policy
 - As part of the annual review process for the Ms. Bradley gave the committee a draft of the updated City of Asheville's Finance Policy. Ms. Bradley explained that there were two modifications to the existing policy 1). a section on Interfund Transfers was added and 2). the section on Reserves was expanded. Ms. Bradley said that the clarification in the policy will assist staff with the audit and help with financial decision making processes.
 - The draft of the updated policy will go to full council for final consideration.
- Earthshare Presentation
 - The WNC Alliance of Earthshare, NC, is a non-profit giving agency that is similar to the United Way and supports environmental non-profits through charitable giving. The WNC Alliance came to the committee requesting consideration to be a part of the City's annual United Way campaign.
 - This item will move to full council for consideration.
- American Express Small Business Saturday
 - Mr. Putnam told the committee that the Asheville Downtown Commission has asked that the City show their support for small businesses by recognizing Small Business Saturday on November 26th. Small Business Saturday is sponsored by American Express. The Downtown Commission is asking the City to provide free on-street and parking garage parking on that day.
 - Committee members agreed not to support this request.
- Other Items
 - The next finance committee meeting will be held on 9/27 at 3:30 p.m.